

SEPTEMBER 2005

CITY OF ROCKLIN

SENIOR COMMUNITY SERVICES SUPERVISOR

DEFINITION

To plan, direct, administer, and supervise a major program area for the community and its citizens; to plan, direct, coordinate, and participate in various special projects/community events as assigned; to function as a cooperative and productive member of the Recreation Division's program operations team; and to provide responsible technical staff assistance to the Recreation Superintendent.

CLASS CHARACTERISTICS

Employees in this classification receive direction from the Recreation Superintendent within a framework of policies and objectives. Incumbents are responsible for supervising and evaluating the work of full-time, part-time, casual, and temporary employees and volunteers. This full supervisory level classification has responsibility for the successful development, implementation and administration of the one or more major programs within the Recreation Division of the Community Services and Facilities Department. This job class requires professional and technical knowledge of various recreation program areas, strong program management/administrative skills, organizational skills, and the ability to interact and communicate with diverse groups and individuals in an effective and positive manner.

EXAMPLES OF DUTIES (Illustrative only)

- Plans, directs, organizes and supervises multiple preschool or school-age childcare program sites; and assists in special events as needed.
- Plans, prioritizes, assigns supervises and reviews the work of staff involved in multiple and varied community service programs within a major recreational area(s) such as, preschool programs, sports activities, neighborhood programs, theater & arts, seniors' programs, other teen programs, classes and events, and/or aquatics program and facilities.
- Develop, implement, and monitor designated program areas' goals, objectives, policies, and priorities reflective of community's needs and City and Community Services and Facilities Department's overall goals, policies, and ordinances and in compliance with pertinent governing rules, regulations, and guidelines; evaluates operations and activities; recommends improvements and modifications; prepares various reports on program operations and activities.
- Designs and implements new and modified programs and projects within designated program area based on analyses and assessment of community's recreational and neighborhood program needs and priorities; developing program objectives, designing plan of action, projecting resource needs and requirements, scheduling times and facilities, and coordinating implementation.
- Provides input to Recreation Division's annual budget by preparing resource, revenue, and expenditure projections for designated program areas; administer and monitor assigned budget monies; track and analyze revenues and expenditures on an ongoing basis, recommend budget adjustments as necessary.

- Oversees the design and preparation of a variety of publicity/informational strategies and materials; reviews special announcements and informational bulletins developed by subordinate staff; disseminate through appropriate channels to targeted community members.
- Establish program fees and develop additional funding sources according to City's policies and regulations and per management approval; monitor fee collection, write grants, conduct fundraising events, etc.
- Recruit, select, train, supervise, evaluate, and participate in progressive disciplinary process for full-time, part-time, seasonal, and temporary employees, and contract positions.
- Analyze current staffing needs and project future requirements; monitor subordinates' performance on a continuous basis and prepare evaluations in a timely manner.
- Coordinate community services special events activities with other City departments, divisions, outside agencies, and service providers; serve as Recreation Division's staff liaison to various City commissions and community groups as assigned.
- Assists management staff in the purchase, design and set up of the programs facilities on school campuses and other locations; schedules and/or supervises the scheduling and use of designated community facilities; provide administration for use of City's facilities, collecting fees, applications, and registrations; maintain appropriate records and logs; and take steps necessary to ensure facilities are maintained properly and utilized appropriately.
- Plans, coordinates, and supervises the collection of data regarding current programs' effectiveness as well as the community's future needs; compiles a comprehensive analyses for planning and developmental purposes.
- Purchases or oversees the purchase of a variety of supplies, materials, equipment, and capital expenditures for designated program areas; reviews and approve all requests of expenditures by assigned staff.
- Attends meetings, workshops, and conferences as required; makes presentations and provide information regarding assigned program areas/special projects and the City's recreational services upon request.

QUALIFICATIONS

Knowledge of:

- Principles and practices of childcare, recreational, aquatics, and sports program development and administration related to the assigned program.
- Pertinent Federal, State, and local laws, codes and regulations related to designated program area.
- Principles and practices of supervision, training and performance evaluation.
- Recent and on-going developments, current literature, and sources of information related to community program planning and administration.
- Recreational, cultural, and social and age-specific needs of community residents.

- Current principles and practices of basic risk management and safety procedures related to administering community recreational, aquatics, sports, and/or childcare programs and activities.
- Basic budget administration and accounting methods and procedures.
- Standard and accepted English usage, spelling, grammar, and punctuation.

Skill in:

- Planning, organizing reviewing and evaluating the work of assigned staff.
- Training and motivating others in work procedure.
- Interpreting and applying pertinent federal, state, and City laws, ordinances, regulations, and guidelines related to designated program areas.
- Applying City's policies, procedures, and organizational priorities related to various childcare and/or recreational programs as needed.
- Determining, planning, coordinating, and implementing a variety of childcare and recreational programs and/or other recreational programs suited to the needs of the community.
- Communicating effectively, tactfully, persuasively, and positively in both oral and written forms.
- Analyzing situations and identify pertinent problem/issue; collect relevant information; evaluate realistic options; and recommend/implement appropriate course of action.
- Responding in emergency and crisis situations calmly and effectively.
- Using initiative and independent judgment within established guidelines.
- Preparing clear and concise reports, records and other written materials.
- Understanding and following oral and written directions
- Operating a variety of office machines and equipment such as typewriter, computer terminal and designated software, calculator, fax machine, and copier.
- Organizing and prioritizing a variety of projects and multiple tasks in an effective and timely manner for self and others.
- Establishing and maintaining a variety of filing, recordkeeping, and tracking systems.
- Conducting meetings and making presentations to various groups.
- Establishing and maintaining effective work relationships with those contacted in the performance of required duties.

A typical way of gaining the knowledge and skills outlined above is:

Equivalent to a Bachelors Degree from an accredited college or university with major coursework in recreation administration, child development, liberal studies, physical education, public administration, or a closely related field and three (3) years of progressively responsible experience directing and supervising significant recreational and/or neighborhood programs and activities to include supervising staff and other administrative functions. For positions in childcare/preschool programs one year must have been responsible paid experience in supervision of comparable preschool or before and after school care program.

Licenses and Certificates:

Valid California driver's license.

PHYSICAL DEMANDS

Mobility to work in a standard office environment, use standard office equipment and attend off-site meetings. Incumbents will travel to and participate in various meetings, programs and events throughout the city, which may involve exposure to traffic and weather conditions. On an intermittent basis, sit at a desk for long periods of time; stand, walk, and bend while monitoring community service programs; crawl, climb, kneel and twist intermittently when setting up various recreation and childcare programs; may occasionally need to lift, carry, and push boxes or equipment weighing up to 25 pounds. Must have manual dexterity to perform simple grasping and fine manipulation; audio-visual discrimination and perception needed for making observations, communicating with others, reading and writing, and operating office equipment; vision to read handwritten and printed materials and a computer screen; hearing and speech to communicate in person and by telephone.

FLSA: E

This job specification should not be construed to imply that these requirements are the exclusive standards of the position. Not all duties are necessarily performed by each incumbent. Additionally, incumbents may be required to follow any other instructions and to perform any other related duties as may be required by their supervisor.